



County of San Diego

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DEPARTMENT OF PURCHASING AND CONTRACTING

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ADDENDUM 1

REQUEST FOR PROPOSALS (RFP) 1448 CHILDREN'S HEALTH AND HUMAN SERVICES MENTAL HEALTH SERVICES: WALK-IN ASSESSMENT CENTER AND MOBILE ASSESSMENT TEAM

NOTE: The due date for this RFP has been extended. The new due date is June 2, 2006.

A pre-proposal conference for these solicitations was held on May 5, 2006. The below changes or corrections are as result of that pre-proposal conference.

The following information is included with this addendum. Please change and/or correct your copy accordingly.

- Changes to the RFP documents
- Questions and responses
- Copy of sign-in sheet (posted as a separate file in pdf format – open with your Adobe reader)

Offerors that have already submitted their proposals may withdraw their proposals and re-submit them to the Department of Purchasing and Contracting reception desk prior to 3:00 p.m., June 2, 2006 (see above "NOTE").

If you have any questions or comments regarding this solicitation or addendum, please contact Raul Arzola, Procurement Contracting Officer at 858-694-2166 or by email at raul.arzola@sdcounty.ca.gov

WINSTON F. MCCOLL, Director
Department of Purchasing and Contracting

WFM:RA

QUESTIONS AND ANSWERS & CORRECTIONS

Please review all the Questions and Answers and Corrections in preparation for submission of a proposal in response to RFPs 1448 and 1449.

“FREQUENTLY ASKED QUESTIONS” AND CORRECTIONS

Please review County responses to “Frequently Asked Questions” and corrections that have been developed to address general issues and problems identified in recent RFPs. They are available in the Mental Health Services Act Technical Resource Library (TRL). The on-line TRL is located at:

<http://www2.sdcounty.ca.gov/hhsa/ServiceCategoryDetails.asp?ServiceAreaID=551>

Hard copies of most of the documents in the on-line TRL are available at the Behavioral Health Services offices on El Camino del Rio, South, San Diego. If you are interested, please schedule an appointment as specified in the cover letter to this RFP.

RFP 1448 & 1449

Submittal Requirements, “Program Description:”

1. Q First Paragraph – Each of these RFPs have two service components; the Walk-In Assessment Clinic and the Mobile Assessment Team. How should the Program Description be formatted; combined as they are in the Statement of Work, as separate service components, or a combination of some sections separate and some combined?
A Review the Frequently Asked Questions in the Technical Resource Library for basic formatting information. Offerors should use a format that most effectively and clearly describes their proposed program.
2. Q First Paragraph – Each of these RFPs have two service components; the Walk-In Assessment Clinic and the Mobile Assessment Team. Is the 25 page limit for each of the service components or for both components?
A Review the Frequently Asked Questions in the Technical Resource Library regarding page limits. The page limit applies to the Program Description which includes both service components.
3. Q In the interest of space and relevance, is it ok to limit litigation action descriptions to specific department/s/ of large organizations.

The requirement states: “2.3.7 Litigation. State all lawsuits, litigation and regulatory actions in which Offeror or other principals thereof have been involved in the last five (5) years. Provide a brief explanation of the reasons for the actions, their status, how they were resolved, and if there were any penalties, fines, or other actions taken.”

- A Yes. The requirement usually applies to the entire organization, particularly in small organizations where a program may be an integral of the entire organization. However, in large organizations such as corporations, e.g. education institutions, hospitals, medical centers, religion based organizations, etc. unless the litigation involved the entire organization it is okay to limit this requirement to specific and relevant divisions or departments of the organization.

Pro Forma Contract:

4. Q Article 4, “Compensation,” Paragraph 4.1 – This paragraph precludes advance payments. Does that apply to initial costs for starting-up a program? What is the turnaround time for payment?
A Yes, the County is precluded from making payments prior to a Contractors providing services, including any initial program implementation or start-up costs. To assist Contractors with cash-flow, Contractors, with prior approval of the County, may submit mid-month invoices for payment. In recognition of potential Contractor cash-flow problems, County staff do process invoices as a priority (usually within 15 days of receipt of an acceptable invoice). Contractors are expected to maintain operating capital or a line-of-credit sufficient to meet program operational expenses for a minimum of sixty days (Submittal Requirements, Paragraph 3.7).
5. Q Article 4, “Compensation,” “Invoices or Claims for Payment,” “Fees for Service,” Paragraph 4.3.6 – This paragraph specifies fees charged to patients for services based on the client’s ability to pay in accordance with the “Uniform Method of Determining Ability to Pay” (UMDAP). Will the Contractor be required to assess program clients fees based on UMDAP?

- A Yes, the Contractor is expected to assess program clients fees for program services based on UMDAP. The County has not estimated any UMDAP funding. Offerors should review available information, including information in the Technical Resource Library, and make a determination regarding any potential UMDAP revenues.

Pro Forma Contract, “Exhibits A, Statement of Work:”

6. Correction:

- 6.1. “Target Population and Geographic Area,” “Target Population,” Paragraphs 4.1.1 (Walk-In Assessment Center) & 4.1.2 (Mobile Assessment Team) – These paragraphs specify the target populations and should identify the age range. Offerors are reminded that RFP 1448 is a Children’s Program (up to age 18) and does not include those Transitional Age Youth (TAY) in the range of age 18 years through age 24. Correct entries to replace or add for:
- Children – “up to age 18”
 - Transitional Age Youth (TAY) – “age 16 through age 24”
 - Adult – “age 18 through age 59”
 - Older Adult – “age 60 and older”

- 6.2. “Target Population and Geographic Area,” “Geographical/Regional Service Area(s),” Paragraph 4.2.3 – The hours for the Mobile Assessment Team should be the same as the hours for the Walk-In Assessment Clinic. Correct the hours to “12:00 PM – 8:00 PM.”

Note: The hours of operation are County proposed hours based on expected target population needs. An Offeror may propose different operating hours based on the Offerors experience or other factors. If different operating hours are proposed, Offeror should clearly explain and justify the proposed operating hours.

7. Q “Target Population and Geographic Area,” “Walk-In Assessment Clinic,” Paragraph 4.1.1.2 – This paragraph requires outreach to specific ethnic groups. What are the demographics for these ethnic groups?

A Data on the targeted ethnic groups are located in the Technical Resource Library.

8. Q “Target Population and Geographic Area,” “Geographical/Regional Service Area(s),” Paragraph 4.2.1 – This paragraph specifies the North Region. What are the boundaries of the North Region?

A The Health and Human Services Agency North Inland and North Coastal Region maps are included in the Technical Resource Library.

9. Q “Service Delivery Requirements,” “Walk-In Assessment Clinic,” Paragraph 5.1.4 – This paragraph includes psychotropic medication support services in the Service Delivery Requirements. Where is the formulary for psychotropic medications located?

A The psychotropic medications formulary reference location is included in the Technical Resource Library.

10. Q “Service Delivery Requirements,” “Walk-In Assessment Clinic,” Paragraph 5.1.4.6 – This paragraph outlines the use of Telepsychiatry as an option. Can Start-Up funding be used to purchase the required equipment? Are any other funding sources available?

A Estimated Start-Up funding may be used to offset the costs of equipment purchased to implement telepsychiatry as part of the proposed program. The County has additionally identified some one-time-only funding that may be available to assist Contractors in the implementation of telepsychiatry services. However, for purposes of responding to these RFPs, Offerors proposals should not anticipate the availability that funding. Any telepsychiatry designated funding made available for Contractors will be included in County negotiation with the awarded Contractor(s).

11. Q “Service Delivery System Requirements,” Paragraph 5.3 – The paragraph requires that the Contractor has a defined mechanism for emergency telephone consultation and referral of clients after-hours. The County adult/older adult mental health services system has established a 24 hour telephone based system. Does the County children’s mental health services system have an equivalent system that Offerors can reference?

A No, the County does not have an equivalent system. Offerors will need to propose an alternate system to meet the requirement.

Pro Forma Contract, “Exhibits A, Statement of Work:”

12. Correction:

12.1. This Statement of Work erroneously included requirements for a Mobile Assessment Team. A Mobile Assessment Team for Adults is not included in this RFP. Delete any references to the Mobile Assessment Team and delete the following paragraphs:

- “Scope of Work/Purpose,” Paragraph 1.2 (and renumber the subsequent paragraph)
- “Goals and Objectives,” Paragraphs 3.1.2, 3.2.2, & 3.3.2
- “Target Population and Geographic Area,” Paragraphs 4.1.2 & 4.2.3

“Service Delivery Requirements,” Paragraphs 5.2 and sub-paragraphs (retain paragraphs 5.3 – 5.6 in this section).

